

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION Kennedy Space Center Kennedy Space Center, FL 32899	<u>DATA REQUIREMENT DESCRIPTION</u>	1. RFP #: ODIN 2. DRD #: ODIN-OSF-1 Page 1 of 2 Date: May 31, 2001
3. TITLE: REPORTS, SUPPORTING INVOICE DATA		
SUBMITTAL REQUIREMENTS		
4. TYPE: REPORTS	5. FREQUENCY OF SUBMISSION: 10 th business day of each month	
6. DISTRIBUTION: Complete sets to both the DOCO and DOCOTR/TMR	7. INITIAL SUBMISSION: 10 th business day of January 2002	
8. REMARKS: Data provided by this DRD shall match the invoice for the same calendar period.		
DATA REQUIREMENT DESCRIPTION		
9. USE: Provides NASA with detailed data aggregated for use in accurately reflecting price at Program/Project level.		10. REFERENCE: Paragraph (g) of Contract clause 1. CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (52.212-4) (May 1997) 11. INTERRELATIONSHIP:
12. PREPARATION INFORMATION: 1. <u>Scope</u> Due to the complex nature and relationship of Programs, Projects, Tenants and Contractors in each of the four Office of Space Flight (OSF) Centers, there is a diverse funding profile across the Centers. This DRD establishes the requirements price-related management reports to support the monthly invoiced amounts. The ODIN contractor is required to segregate and report data separately for the four Delivery Orders (DO's). The report shall be submitted no later than 10 working days following the month for which data is being reported. 2. <u>Contents</u> a. Report data by each of the categories listed below: <ul style="list-style-type: none"> • Desktop Services by Seat Type • Server Services by Seat Type • Phone Services by Seat Type • Fax Services by Seat Type • Local Video Services by Seat Type • Administrative Radio Services by Seat Type 		

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<p>12. PREPARATION INFORMATION (cont.):</p> <ul style="list-style-type: none"> • LAN Interface Services by Seat Type • Remote Communication Services by Seat Type • Public Address Services by Seat Type • Catalog Purchases • Special Requirements by Type • One Time Price Adjustments/Technology Refreshments • Credit for Outages by Seat Type <p>b) The Contractor shall submit the reports electronically, via electronic mail or CD-ROM, in a mutually agreeable/interchangeable spreadsheet format.</p> <p>c) Data will be reported at the specified service level (e.g., organization, and potentially down to the actual unique workstation identifier), for each applicable service category. It is assumed that the contractor must collect the data required by the Enterprise in order to accurately prepare the monthly invoices. We are simply requesting disclosure of this information so that we may facilitate accurate price sharing among our customers, both internal and external.</p> <p>d) The budgeting/accounting environment currently utilized by NASA is expected to shift to a Full-Cost Management/Budgeting/Accounting environment prior to the end of the first ODIN DO period. The Full-Cost concept is still under development, however, it is expected that once NASA transitions to Full-Cost, this ODIN DRD may require slight modification (i.e., same detail, aggregated differently).</p> <p>e) This DRD will report the prior month's actual price for all of the service categories monthly with the period ending on the last day of each calendar month.</p>		